



33rd Congress of the International Council of the Aeronautical Sciences

September 4-9, 2022
Stockholm Waterfront Congress Centre
Stockholm, Sweden

TECHNICAL MANUAL



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INTRODUCTION

Dates

The 33rd Congress of the International Council of the Aeronautical Sciences – ICAS2022 - will be held at the Stockholm Waterfront Congress Centre from Sunday 4 September to Friday 9 September 2022. Exhibition build-up will take place on Sunday 4 September.

Venue

Stockholm Waterfront Congress Centre
Nils Ericsons plan 4, 111 64 Stockholm, Sweden
T: +46 8 5050 6000
W: www.stockholmwaterfront.com

Official contractor for the exhibition

City Expo AB has been appointed as the official contractor for the exhibition. City Expo AB offers everything within exhibition production. For orders of furniture, audio/visual or other equipment or for questions about build, dismantling or deliveries, please visit: <http://www.cityexpo.se/ICAS2022/> or contact City Expo directly:

By phone: +46 (0)8 764 46 44

By email: kostas@cityexpo.se

CONTACT LIST

<p>Conference Organizer Questions about partnership, exhibition and advertising: Attn: Caroline Knies Project Manager Meetagain Konferens AB T: +46 (0)8 664 58 00 M: +46 (0)70 929 85 00 E: caroline@meetagain.se</p>	<p>Questions about registration: Attn: Jesper Franck Meetagain Konferens AB T: +46 (0)8 664 58 00 E: icas2022@meetagain.se</p>
<p>Official contractor logistical service within EU City Expo AB Attn: Kostas Grintzos T: +46 (0)8 764 46 44 E: kostas@cityexpo.se</p> <p>Official contractor for shipments from outside of the EU (import/export): Attn: Thomas Hagman Expoint Logistics AB T: +46 8 411 80 39 E: info@xpnt.se W: www.xpnt.se</p>	<p>Official contractor for the exhibition City Expo AB Attn: Kostas Grintzos T: +46 (0)8 764 46 44 E: kostas@cityexpo.se W: www.cityexpo.se/ICAS2022</p>

IMPORTANT DATES

12 th August, 2022	Last day to order extra furniture, TV etc
12 th August, 2022	If ordered booth printing from City Expo this is the last day to send your artwork
Contact: kostas@cityexpo.se	

IMPORTANT DATES – EXHIBITION

4 th September, 2022 08.00-16.00	Booth builders move in (only for booth builders)
4 th September, 2022 12.00-16.00	Exhibitors move in
4 th September, 2022 12.00-15.00	Registration exhibitors
8 th September, 2022 18.00-24.00	Exhibition move-out and complete dismantle
Contact: kostas@cityexpo.se	

IMPORTANT DATES – BAG INSERT

12 th August, 2022	Conference bag insert to be submitted for approval	
31 st August, 2022	Deadline for bag inserts to arrive at City Expo Warehouse in order to be inserted into the conference bags	

GENERAL CONFERENCE INFORMATION

Exhibition dates and opening times

Sunday	4 September	08.00-16.00	Only booth-builder move-in
Sunday	4 September	12.00-16.00	Exhibitor move-in
Monday	5 September	08.00-18.00	Exhibition open
Tuesday	6 September	08.00-18.00	Exhibition open
Wednesday	7 September	08.00-18.45	Exhibition open
Thursday	8 September	08.00-17.30	Exhibition open
Thursday	8 September	18.00-24.00	Exhibitors move-out

It is not allowed to start dismantling prior to 18:00.

Registration opening times

On-site registration for partners and exhibitors will begin on Sunday 4th September 12.00. Registration desks will be located within the main entrance to the congress centre which is on level 4. The registration desks and the Conference Secretariat will be open during the following hours:

Sunday 4 September	12.00 – 20.00	
Sunday 4 September	16.00 – 19.00	On-site registration open for all delegates
Monday 5 September	07.30 – 18.00	
Tuesday 6 September	07.30 – 18.00	
Wednesday 7 September	07.30 – 19.00	
Thursday 8 September	07.30 – 18.00	

Please note that the hours are preliminary and may be subject to change.

Registration

All staff working at your stand must register individually for the conference. Registration deadline is **12 August 2022**.

Complimentary delegate badges

Your partnership package determines how many complimentary badges you receive. In these registrations, access to all sessions and coffee and lunch breaks together with tickets to social events is included.

Exhibition name badges

Exhibitors receive 1 complimentary exhibitor name badge. These badges will give exhibitors access to the exhibition only (not to sessions). They will not have access to the events nor a delegates' congress bag but will have access to lunch and coffee/tea breaks.

Additional exhibitor name badges

Additional exhibitor name badges can be purchased at SEK 1,500 + VAT per badge and per day. In this fee, access to the exhibition area as well as lunch and coffee breaks, are included.

You will receive registration links in a separate email.

Business centre – Information desk

A business centre is available within the venue located on level 4 and will be open during the conference hours.

Catering

Morning tea/coffee, lunch and afternoon tea/coffee will be provided for each badged exhibitor during morning and afternoon breaks within the exhibition area.

Conference documentation

Exhibitors are entitled to one conference bag per stand containing the documentation that will be given to delegates; this will ensure that exhibitors have the relevant information. You will receive your bag when you collect your exhibitor name badges from the registration desk onsite.

Internet

Wireless internet will be available within the conference venue. Please contact the registration desk for the password.

Parking

The parking possibilities outside Stockholm Waterfront on Nils Ericsons plan are limited. As an exhibitor, it is ok to park for maximum half an hour in order to deliver and unload goods. For longer parking, you can buy a parking ticket at the Radisson Blu Waterfront hotel reception. SEK 495/day or SEK 95/hour. Kindly note that we cannot guarantee available parking spaces.

Black out hours

Please note that external meetings or activities where delegates are invited to participate, are requested to be scheduled not to coincide with either the scientific program or the social program of the conference. Please see the conference website for the latest updated program and avoid planning external activities during program hours.

Technical Program

All session halls are located within the Stockholm Waterfront Congress Centre. Details of the sessions will be contained within the Final Program and will be available on the conference website and app.

Security/badges

Participants with "Delegate" and "Exhibitor" badges will have access to the session rooms and the exhibition. If you have staff working only during a few hours it is important that you provide them with an exhibitor name badge.

Smoking policy

The 33rd Congress of the International Council of the Aeronautical Sciences – ICAS2022 is a non-smoking event. Exhibitors should note that there is also a non-smoking policy throughout the venue premises.

Social events

For information about the social program please visit the conference website

[Social Events | ICAS 2022](#)

PARTNERSHIP FULFILMENT

Partnership opportunities

If you would like further information on any additional partnership opportunities, please contact Caroline Knies at icas2022@meetagain.se

Company logo

All partners are entitled to have their logo presented on the official conference website, as well as recognition on-site in the session rooms and on the opening and closing ceremony.

Conference bag insert

All partners are entitled to a bag insert, maximum A4 format, in the conference bag. Please submit a sample to icas2022@meetagain.se for approval no later than 12th August, 2022.

At this stage we estimate we will require 800 inserts. Please contact the conference secretariat when you are preparing your insert for an update on this number.

The shipment must be labelled:

BAG INSERTS - ICAS2022 – NAME OF PARTNER

IMPORTANT Bag inserts must be sent separately from the rest of your shipment and be clearly marked with "BAG INSERTS"

If you require any further information regarding bag insert shipments, please contact kostas@cityexpo.se

You are responsible for all charges for transport and customs clearance (if applicable) for bag inserts up to arrival at the City Expo warehouse.

Bag inserts to ICAS2022

Exhibitors are responsible for organizing the shipping of Bag Inserts the conference. The Venue has no possibility to receive any shipments with goods, so all shipments need to be sent to City Expo. City Expo will store your material and then transport your material to the venue on Sunday 4th. The cost for this service is depending on how many shipments you will send and size/weight of the shipment. Send an email with this information to kostas@cityexpo.se and we will send you a quote.

Bag Inserts to ICAS2022

City Expo can receive your exhibition material between August 24th -1st September 2022. Make sure that your courier/shipping agent has delivered your material to City Expo before September 2nd 2022.

Shipments that are sent **within the EU** to us should be marked after the following instructions:

Delivery and shipping address

Monterservice Hycity Expo AB

BAG INSERTS/ICAS2022/Name of partner

Fagerstagatan 52

163 53 Spånga

SWEDEN

Contact: Kostas Grintzos, +46 8 764 46 44, kostas@cityexpo.se

EXHIBITION

Exhibition

The 33rd Congress of the International Council of the Aeronautical Sciences – ICAS2022, will have a commercial exhibition area located in hall M1, level 4 and on level 2. The Exhibition will give you an opportunity to display products, equipment, techniques and foster valuable exchange with the aeronautical professionals participating.

Exhibition floor plan

For the latest exhibition floor plan, please visit the website www.icas2022.com

Venue floor plans

For general floor plans of the Stockholm Waterfront Congress Centre, please visit <http://www.stockholmwaterfront.com>

Deliveries

Deliveries cannot be made and will not be accepted by the venue.

Please be advised that neither the exhibition organizers, nor the venue can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made and should give the courier company a contact name and telephone number for them to contact onsite.

Exhibition booth design

Follow the link below for all practical information that you need for exhibiting at **The 33rd Congress of the International Council of the Aeronautical Sciences – ICAS2022**. We ask you kindly to take your time and read the information carefully.

<http://www.cityexpo.se/ICAS2022/Information.htm>

Important information regarding deliveries to and from ICAS2022

Exhibitors are responsible for organizing the shipping of materials prior to and following the conference. The Venue has no possibility to receive any shipments with goods, so all shipments need to be sent to City Expo. City Expo will store your material and then transport your material to the venue and your booth on Sunday 4th September at the latest 9 am. The cost for this service is depending on how many shipments you will send and size/weight of the shipment. Send an email with this information to kostas@cityexpo.se and we will send you a quote.

Goods to ICAS2022 (within the EU)

City Expo can receive your exhibition material between August 24th -1st September 2022. Make sure that your courier/shipping agent has delivered your material to City Expo before September 2nd 2022.

Shipments that are sent **within the EU** to us should be marked after the following instructions:

Delivery and shipping address

MonterService Hycity Expo AB

ICAS2022/your Exhibitor name /your stand number

Fagerstagatan 52

163 53 Spånga

SWEDEN

Contact: Kostas Grintzos, +46 8 764 46 44, kostas@cityexpo.se

Goods to ICAS2022 (From outside the EU)

IMPORTANT Read this if you plan to send goods from/to **outside the EU**.

City Expo can't help you with **temporary import/export** handling so if you plan to send something from outside the EU and/or back outside EU you need to contact our partner <http://www.xpnt.se/> at least 6 weeks (July 29th, 2022) before ICAS2022. They can help you with temporary import and export.

Contact them on this email address at the latest on July 29th, 2022 info@xpnt.se

If you don't follow these instructions, we can't guarantee that your goods will arrive in time for the conference.

Booth builders with their own trucks

Booth builders can unload directly to the loading bay on Sunday September 4th at 8.00. Please do not block the loading bay prior to 8.00 on Sunday September 4th.

The loading bay at the Stockholm Waterfront Congress Centre is located at:

Stockholm Waterfront Congress Centre

Lastkajen

Nils Ericsons plan 4

111 64 Stockholm

Note; Forklift is not available

The size of the door at the loading bay, level 4 is:

Width 3.05 m

Height 2.84 m

Loading bay height is 110 cm.

Please note: Motor vehicles used for delivery of materials or equipment will not be permitted to remain at the loading bays overnight.

Goods from ICAS 2022

Exhibitors are responsible for organizing the return shipment. All goods need to be removed from the venue before 24.00 Thursday September 8th. If your transport courier/shipping agent can't pick up your goods before this time City Expo can pick up your shipment from your booth and transport it to our Warehouse. The cost for this service is depending on the size and weight of the shipment. After you have booked your return shipping you need to email us all shipping labels and documents. Your material will be available for pick up from Friday September 9th, 2022 at this address:

Your Organization/Company name/ICAS 2022

C/O Monterservice Hycity Expo AB

Fagerstagatan 52

163 53 Spånga

Sweden

Contact: Kostas Grintzos, +46 8 764 46 44, kostas@cityexpo.se

Stand drawing submission

Free-build exhibitors are reminded of the following points:

- a. Free build stands cannot exceed 2.50 metres in height.
- b. **IMPORTANT:** Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available. All costs relating to obtaining approval will be met by the exhibitor.
- c. All stand designs with a raised platform must incorporate a wheelchair access ramp on at least one of its open sides.
- d. Any stand incorporating closed rooms/theatres with covered ceilings must include a vision panel or window and may be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as in a, above.
- e. It is every exhibitor's responsibility to provide partition walls between themselves and their neighbours. These walls **must** be built to the height of the highest point on your stand and must be cleanly decorated on both sides.
- f. No exhibitor will be permitted to span an aisle by ceiling or floor covering.
- g. It is the responsibility of free-build exhibitors to observe the building, fire and health and safety regulations of the Venue.

Rigging and banners

Rigging and Banners must be approved by the Exhibition Organizers and the Venue. Please submit your request with your stand plan design no later than **12 August 2022**. Please note that there will be a charge for rigging banners and any build ups exceeding the standard heights.

Floor coverings

Exhibition area M1 at level 4 has a wooden floor in place, however, should you wish to order alternative flooring at an additional cost City Expo offers a range of floor coverings including roll-out carpet, velour carpets, carpet tiles, laminate and vinyl's.

Exhibition area on Level 2 has a wall-to-wall carpet and a roll-out carpet or laminate flooring can be ordered at an additional cost from City Expo.

IT / Telecommunications

Wi-Fi is included for all participants at the conference. If exhibitors require a supported connection for use on the stand please contact City Expo.

Catering

Stockholm Waterfront has exclusive rights to catering within the venue. No company or individual may bring any food or drink into exhibitions for distribution.

Stand Cleaning

The Venue will be responsible for the cleaning of the aisles and public areas within the exhibition. Should you require your stand to be cleaned daily during the exhibition, please contact, no later than **12 August** icas2022@meetagain.se and we will inform the Stockholm Waterfront Congress Centre.

Please note that while cleaners will remove rubbish, they will not vacuum, clean exhibits or counter tops unless you order stand cleaning.

RULES AND REGULATIONS - EXHIBITION

1. Payment of stand space

All invoices must be paid according to due date on invoices received. Build-up will **not** be allowed if a balance is outstanding.

2. Occupation of stand space

The Exhibitor, his servants, agents, employees and contractors may enter the building at a time which will be nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of their stand the Exhibition Organizers have the right to re-allocate the stand and all monies paid shall be forfeited.

In the event of the Exhibitor failing to occupy the said space by the advertised opening time of the show the Exhibition Organizers are authorised to occupy or cause the said space to be occupied in such manner as may be deemed best for the interest of the Exhibition without refund to the said Exhibitor and without releasing the Exhibitor from any liability within these Rules and Regulations.

Unless otherwise agreed in writing by the Exhibition Organizers, Exhibitors are not authorised to sublet, share or transfer their stand space.

3. Build up and break down of exhibits

The Exhibition Organizers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Exhibition Organizers shall be modified by the Exhibitor in such manner and within such time as the Exhibition Organizers may require and in default the Exhibition Organizers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise.

4. Stand construction and services

For insurance, security reasons and to adhere to regulations stipulated by the stated venue, the Exhibition Organizers have appointed official contractors for all shell scheme stand construction, all electrical services (mains and fittings) and all ancillary services. Due to the necessity of co-ordinating all such activities during build up and break down periods, and for security purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the Exhibition Organizers.

5. Fire precautions – Stand materials

Stand walls and roof must be constructed in flame retardant material (classified approved by the Swedish Patent Office). Approval of type should be available at the stand. Wood, for example chipboard, plywood and woodfiber enriched boards are acceptable. Cloth that is used for decoration or as a roof must be impregnated against fire. The same applies for decorations, signs etc. made by Styrofoam. Other signs should be made by fire rated board.

6. Floors – Loading

No load in excess of ca. 650kg/m² may be placed on the floor of the Exhibition area.

7. Exhibition layout

The Exhibition Organizers reserve the right to change the exhibition floor layout if necessary. The Exhibition Organizers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Exhibition Organizers.

8. Banners and posters

Exhibitors may not utilise any poster sites within the exhibition area unless they have been given permission to do so by the Exhibition Organizers. Promotional Posters and/or notices including sponsors' logos may not be displayed in the foyer, session hall foyers, corridors or any other public areas within the premises other than official conference signage.

9. Security

Exhibitors are requested to use common sense precautions at all times and to ensure that all stand personnel wear identity badges. Should any suspicious or unidentified articles be discovered, they must be reported to the Exhibition Organizers immediately. The security provided by the Exhibition Organizers has been implemented to

prevent unauthorised access to the exhibition areas and not to secure the contents of exhibition stands.

Each Exhibitor is responsible for their property and necessary precautions should be taken.

10. Obstruction of gangways and open spaces

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays of neighbouring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times and must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during build up and break down periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Exhibition Organizers at the Exhibitor's expense and risk.

11. Conduct of exhibitors and representatives

Annoyance: The Exhibition Organizers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.

Exhibition stands should create the opportunity for the company to show and display information relevant to both the company and their products, and other scientific information that they may choose. Activities not related to the practice of medicine are deemed inappropriate under this Code of Practice.

Microphones/Audio-visual equipment: The use of microphones/audio visual equipment is strictly prohibited.

12. Giveaways and distribution of printed materials

Giveaways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall or at companies' own Satellite Symposia. Leaflets displayed at any other point throughout the Premises will be removed or destroyed by the Exhibition Organizers.

Projected images: Projected images, however generated, may not play on the aisles or on to other stands. An Exhibitor may not, except by express written permission of the Exhibition Organizers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal's.

13. Children and animals

It is strictly forbidden for children under the age of 16 and all animals except Guide Dogs to be brought in to the exhibition during build up, open days and break down periods.

14. Fire safety

Flammable materials/gases: Exhibitors are advised that the Stockholm Waterfront Congress Centre has stringent regulations governing materials used onsite during an exhibition. The use of flammable materials must be in accordance with the manufacturer's instructions and with regard for the safety of others. The use of compressed gases will only be allowed with prior to permission from Security. Storage of these materials should always be outside of the building, special arrangements for this will need to be made. No flammable liquid or liquid petroleum gas shall be used within the Stockholm Waterfront Congress Centre without prior written consent. All materials must be fire rated and flame testing certification available where applicable. You must comply with the current regulations on fire treated materials. Natural gas and compressed air are permitted in Exhibition areas.

Candles, tea lights and lanterns are not allowed, unless the Building owner has a fire guard on site. Protection and Fire inspection will be implemented before the event starts where an exhibitor can be ordered to remove constructions that are not allowed or object that are made by not cleared material.

15. Liability

The Exhibition Organizers will endeavour to protect exhibition property while on display at the Exhibition. However, it must be clearly understood that the Management of the Venue, the Organizing Committee and the Exhibition Organizers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Exhibition Organizers against all claims and expenses arising therefrom.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Exhibition Organizers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Exhibition Organizers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Exhibition Organizers shall further not be liable for any loss that the Exhibitor or Exhibition Contractors may incur owing to the intervention of any authority which

prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

16. Insurance

Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the Exhibition.

17. Storage

No empty crates, cartons, boxes, shavings or other packing materials may be stored on the Premises. Exhibitors should make their own arrangements for the removal of all boxes and packing materials prior to the opening of the Exhibition. Exhibitors are advised to store packing cases, cartons, boxes, etc. in their delivery vehicles if at all possible. Please note that it is contrary to fire regulations for any packing materials to be stored on or behind the stands, in gangways, or to obstruct fire exits. Contact Cityexpo and we will help you with your empties kostas@cityexpo.se

18. Items left on site

Any goods/materials/deliveries or miscellaneous items left on the Premises without proper authority will be treated as abandoned and disposed of accordingly.

Please note: Any items remaining after breakdown will be removed and disposed of, the charge per exhibitor will be SEK 5,000. Neither the organizers nor the venue will be held responsible for any loss.